



High School Portfolio Checklist: Suggested Sections




PERSONAL PROFILE

This section includes any documentation that represents and describes who you are as well as what is important to you and what you enjoy.

ACADEMIC / TECHNOLOGY SKILLS



Academic / Technology skills reflect your ability to communicate, think and learn. Items in this section show your competencies, interests and potential abilities. Documentation of your technology skills will demonstrate your ability to use technology for learning and communication.



PERSONAL MANAGEMENT / EMPLOYABILITY SKILLS

Personal management skills represent your own combination of attitudes and behaviors that demonstrate responsibility, adaptability, continuous growth and learning. As you enter the workforce these skills increase your employability and opportunities.

TEAMWORK / LEADERSHIP SKILLS



Teamwork skills display your ability to cooperate, contribute and work effectively with others in a group. Working as a group member, developing an understanding of diversity and the ability to commit to group objectives are vital skills in the workplace. Leadership skills demonstrate self-assurance, organization and the ability to effectively direct others.



COMMUNITY INVOLVEMENT

This section includes evidence of your commitment to the community in which you live. Items represent the skills you have developed through the volunteer work you have done to improve the quality of life for the people in your community.

CAREER PLANNING



Items in this section showcase the thinking, organizational and research skills you have used to plan the next years of your life. They demonstrate a commitment to your future and provide evidence of goal setting.

PERSONAL PROFILE

- ☐ Current resume
- ☐ Current cover letter sample
- ☐ Application form sample
- ☐ Autobiography
- ☐ Hobbies
- ☐ Interests
- ☐ Travel experiences
- ☐ Photographs (labels, brief descriptions)

ACADEMIC / TECHNOLOGY SKILLS

- ☐ Current report card / school transcript
- ☐ Best work from school subjects, drama performance, music performance, computer, fashion studies, cooking, industrial arts, etc.
- ☐ Writing sample (report, essay, poem)
- ☐ Photographs of projects done in option courses – shop, art, fashion, cosmetology, etc.
- ☐ Tool use /equipment operation
- ☐ Computer skills (internet, words/minute, spreadsheet, database)
- ☐ Work Experience, RAP, Green Certificate evaluations
- ☐ Other languages spoken
- ☐ Speech or presentation (audio, video, pictures)
- ☐ Letters of reference – teachers
- ☐ Honor / merit award
- ☐ Scholarships
- ☐ Certificates (First Aid, Driver's License, WHMIS, coaching, swimming, babysitting, etc.)
- ☐ Training courses (Junior Achievement, military, cadets, leadership, etc.)
- ☐ School travel / exchanges
- ☐ Photographs (labels, brief descriptions)

TEAMWORK / LEADERSHIP SKILLS

- ☐ Participation in team sports, clubs, drama / musical production, band, choir, yearbook, grad, student council
- ☐ Job / activity in a team environment
- ☐ Leadership skills – team, club, student council, organization
- ☐ Certificate of merit for teamwork or leadership skills
- ☐ Team achievements – athletic / club
- ☐ Letter of reference documenting teamwork or leadership skills
- ☐ Newspaper articles
- ☐ Hobbies / interests as part of a group or team
- ☐ Family responsibilities
- ☐ Example of project work showing your abilities to communicate, learn, and work with others – school, club, team, organization
- ☐ Photographs (labels, brief descriptions)

High School Portfolio Checklist: **Suggested Items by Section**

PERSONAL MANAGEMENT/ EMPLOYABILITY SKILLS

- ☐ Membership in school clubs or organizations
- ☐ School jobs or volunteer work
- ☐ Membership in clubs – music, drama, dance, Scouts / Guides, 4-H, Cadets, church
- ☐ Part time employment – job description, skills demonstrated
- ☐ Work Experience, RAP, Green Certificate description
- ☐ Letters of reference (employers, coaches, supervisors, teachers, etc.)
- ☐ Performance evaluations from work, Work Experience, RAP, Green Certificate, school
- ☐ Perfect attendance letters from school, work, clubs
- ☐ Recognition awards - e.g. Student of the Week, Employee of the Month
- ☐ Participation award certificate
- ☐ Activities where you demonstrated responsible behavior – e.g. babysitting, money handling, operating equipment
- ☐ Event planning
- ☐ Photographs (labels, short descriptions)
- ☐ Skills demonstrated at home - cooking, woodworking, auto repair

COMMUNITY INVOLVEMENT

- ☐ Description of volunteer work / skills demonstrated
- ☐ Certificates of participation, achievement
- ☐ Letter of reference – volunteer coordinator, supervisor
- ☐ Thank you cards and letters
- ☐ Newspaper articles
- ☐ Multimedia & design projects (e.g. PowerPoint, poster, movie, programs, tickets)
- ☐ Photographs (labels, brief descriptions)

CAREER PLANNING

- ☐ Self-assessment inventory results (e.g. Career Cruising Matchmaker)
- ☐ Occupational research (website profiles, information interviewing responses, job shadowing documentation, career fair information, etc.)
- ☐ Educational research (post-secondary program information, open houses, seminars, student for a day)
- ☐ Employment / employer research (websites, newspaper / magazine articles, job ads)
- ☐ Listing of future goals and plans
- ☐ Travel plans / programs / exchanges
- ☐ Potential locations to live (city, town, province, country...)